

Essex County, NY
Town of Jay
Long Term Community Recovery Strategy
REQUEST FOR PROPOSALS
4/29/2015

PROJECT DESCRIPTION

The Essex County Town of Jay, in partnership with Essex County, wish to retain the services of a professional planning consultant to develop a Long-Term Community Recovery (LTCR) Strategy for the community that focuses on projects and actions to rebuild and revitalize Main St. businesses, homes, and infrastructure in order to ensure long-term economic vitality and quality of life while reducing risks to life and property from future flood events. The project area will focus on Main St. in the hamlet of Ausable Forks, extending from Church lane down to the Main Street Bridge that connects the Towns of Jay in Essex County and Black Brook in Clinton County. The strategy will be developed through a public process designed to help local officials and citizens better understand pre-disaster conditions, post-disaster needs, and flood mitigation opportunities. The strategy will include prioritized projects and actions that reduce future flood risks and ensure long term growth and sustainability.

Specific areas of focus may include:

- Assessment of impacted businesses;
- Evaluation of flood hazards and flood vulnerability;
- Recommendations for compatible uses in high risk areas;
- Assessment of potential projects to mitigate and reduce the risk of future flood damage;
- Promoting recovery of downtown commercial and residential districts in the hamlet of Ausable Forks;
- An assessment of reuse alternatives for downtown anchor buildings, including structural rehabilitation, business plan development and market analysis;
- Recommendations for infrastructure repair, redevelopment and/or relocation around the Main St. area;
- Development of evacuation and communication plans

The strategy will also form the basis for identifying federal, state, local, nonprofit and private sector resources for recovery and redevelopment.

The development of the strategy will be coordinated with long term community recovery efforts in the Town of Jay, as well as the ongoing efforts to develop a ***Comprehensive Intermunicipal Watershed Management Plan for the Ausable River*** which is being coordinated by the Ausable River Association.

PROJECT COMPONENTS

The LTCR Strategy will consist of the following tasks:

Task 1: Project Scoping Session

The grant recipient shall hold an initial meeting with DOS to review the project, contract requirements, and area conditions; and to obtain any information which would assist in completing the project. Supporting or involved agencies and organizations may attend this meeting. Topics shall include but are not limited to the

following:

- Project scope
- Area affected by the disaster
- Public engagement
- Long-term community recovery issues and goals
- Existing relevant information (FEMA Preliminary Technical Needs Assessment, county data, completed plans and studies)
- Access to information on past or current projects related to the development of the community (comprehensive plan, economic development plan, emergency management or disaster mitigation plans, etc.)
- Responsibilities of the participants (grant recipient, DOS, public or private organizations), time frames and deadlines
- Expected deliverables

The grant recipient and the consultants shall prepare a brief meeting summary which clearly indicates the agreements/understandings reached and the time frame for the preparation of the LTCR strategies. The project time frame may be altered to reflect changing circumstances, or new knowledge of existing circumstances.

Product: Meeting summary with notes prepared and distributed to scoping session participants.

Task 2: Public Engagement

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall be responsible for developing and fulfilling the public engagement efforts, which may include the following:

- Establishing relationships with a variety of media sources as partners to inform the public.
- Creating outreach materials for distribution by local groups and organizations.
- Utilizing media outlets to disseminate information about the long-term community recovery effort.
- Reaching out to minority and low-income groups who represent a significant part of the population.

Public engagement should occur early and consistently in the process through such means as visioning workshops, informational meetings, project presentations, public education, and or other agreed upon techniques. Public engagement should serve to inform the public about the project and serve as a means for the public to participate in forming the Strategy, thus ensuring community understanding and support.

Product: Development of a strategy for public engagement.

Task 3: Draft Goals

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall develop draft goals for long-term community recovery that support and are consistent with the community vision. The goals should be refined through feedback from the general public, local government, outside support and the LTCR Team. Goals may be expressed in terms of:

- Buildings, infrastructure, or organizations that must be built or created to support the community's vision and values;
- The kind of mitigation actions needed to make the community more disaster-resistant in the

- future; and
- The projects needed to make the community more economically, socially and culturally vibrant.
- Describe the relationship of the goals to other existing revitalization strategies, Smart Growth development strategies, and/or comprehensive plans.

Product: A list of draft goals prepared and distributed to DOS.

Task 4: Identifying LTCR Projects

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall identify projects that will accomplish the goals and achieve the vision set for the community. Such projects will be identified as part of the community engagement process, including community meetings; discussions with community leaders, organizations and agencies, and the LTCR planning team; and may be drawn from existing plans.

Task 5: Identify, Evaluate and Prioritize the LTCR Projects

Implementation projects shall be identified, evaluated and prioritized based on the project's impact overall on community recovery.

To assist in establishing priorities, the LTCR Team should assign a recovery value to each project based on the degree to which it assists the community in its recovery from the disaster. The grant recipient shall prioritize the identified projects based on recovery value, timeframe for implementing the project, funding availability, complexity, visibility, community support and other factors.

Product: A complete list of prioritized projects and time frames for implementation prepared and distributed to DOS.

Task 6: Prepare a LTCR Funding Strategy

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall review and identify resources to support and implement the LTCR Strategy. Support and interest shall be sought from agencies and organizations with resources to invest in high priority recovery projects. Funding programs and resources available at the regional, state and federal levels for each project in the LTCR Strategy shall be evaluated by the LTCR Team, and opportunities for leveraging multiple resources shall be examined.

Product: A list of potential and likely funding sources for each of the high value priority projects in the LTCR Strategy distributed to DOS.

Task 7: Prepare the Draft LTCR Strategy for Public Review

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall prepare a draft LTCR Strategy that reflects or addresses the ideas and views expressed during the community engagement process. The document shall include a vision statement and goals, preliminary strategies, and projects to accomplish the goals that support the vision.

Copies of the draft LTCR Strategy shall be distributed to the general public and public agencies for review and comment. If possible, the draft Strategy should be made available prior to the second community meeting in order to solicit feedback from that meeting. Additional feedback may be solicited from individual and group meetings, local government officials, state and federal partners, and other supporting entities.

Product: A draft LTCR Strategy available for review by the public and all identified partners and distributed to DOS.

Task 8: Public Comment Period

All comments on the draft LTCR Strategy should be available for review for a minimum of three (3) weeks prior to preparing the final LTCR Strategy. Minimally, the Strategy will be made available as a paper copy at the municipal clerk's office in the municipality in which the flood affected area is located.

Product: Comments on the draft LTCR Strategy made available for public review.

Task 9: Prepare the Final LTCR Strategy

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall prepare a final LTCR Strategy, reflecting the comments received from the general public and public agencies. Upon completion, the LTCR Team should publically present the LTCR Strategy to the local government for implementation. The final document shall also be submitted to the DOS.

Product: Final Long-Term Community Recovery Strategy presented to local government leaders and submitted to DOS.

Task 10: Final LTCR Strategy

The final LTCR Strategy and other materials shall be made available to the public in order to maintain momentum and ensure greater support for implementation. Access to the Strategy can be through a number of media, such as website postings; and posters, calendars and other creative materials. Minimally, the Strategy will be made available as a paper copy at the municipal clerk's office in the municipality in which the flood affected areas is located.

Product: Website posting and other materials designed to make the Strategy accessible to the public.

Task 11: Planning for Implementation of the LTCR Strategy

The LTCR Coordinator, in cooperation with the LTCR Team, the Department of State, and the consultants, shall assist the local governing body of the municipality to plan for implementation of the LTCR Strategy, including development of an Implementation Manager position, identification of the initial steps the municipality could take to implement the LTCR Strategy, initiation and coordination of all LTCR activities, and applications for funding and regulatory approvals.

Product: Identification of the initial steps to be taken to implement the LTCR Strategy.

Task 12: Reporting

The Contractor or its consultant(s) shall submit to the Department semi-annual reports on the form provided, including a description of the work accomplished, any problems encountered, and any assistance needed. The timeline and frequency of the submission of these reports will be provided by DOS.

Product: Semi-annual reports during the life of the contract.

Task 13: Final Project Summary Report form

The contractor or its consultant(s) shall complete the Final Summary Report form. Final payment shall not be authorized until the form has been completed.

Product: Completed Final Project Summary Report form.

CONSULTANT SELECTION

Consultant selection will be made by the LTCR Team on or about **June 15, 2015**.

The selection of a consultant will be made without regard to race, color, sex, age, religion, national origin or political affiliation.

A. Evaluation Criteria

Consultants will be chosen primarily on the basis of qualifications described in the proposal. The selection will be based on the consultant's experience, education and abilities in the following areas:

- Qualifications of the firm and the personnel assigned to this project (15 pts.)
- Experience of the consultant personnel working together as a team to complete similar projects (15 pts.)
- Demonstration of overall project understanding and insight into local conditions and potential issues (20 pts.)
- Demonstrated knowledge of the study area (15 pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the Scope of Work (20 pts.)
- Quality of representative work sample (10 pts.)
- The extent to which the respondent has secured the participation of MBE and WBE firms (5 pts.)
- Adequate assigned staffing and resources to complete the work by **February 15, 2016**.

B. Proposals

Five (5) copies of the proposal (including one unbound version suitable for copying and one electronic version) are requested by **4:00 P.M. on May 29, 2015**. Proposals should be no more than fifteen pages, size 8.5" X 11", no less than ¾ in. margins and no less than 10-point font, and double-sided. The proposal shall contain the following sections:

1. A cover letter expressing the firm's interest in working with the Town of Jay
2. A description of the general approach to be taken to complete the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights gained as a result of developing the proposal
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task, including hourly fee schedules (Sub-consultants, if any, shall also be included)
5. A proposed work schedule, including dates for milestones and deliverables
6. Resumes of individuals that will be committed to the project (including sub-consultants)
7. Demonstrated success on similar projects, including a brief project description and a reference contact
8. A representative work sample similar to the work being requested
9. Efforts taken (or proposed) to comply with the State's MBE and WBE goals

Items 2-5 should be limited to a total of fifteen pages. Resumes, professional qualifications and work

sample(s) should not be included in this total.

Please address your response by May 29, 2015 to:

Michael Mascarenas
Essex Co. Office of Community Resources
PO Box 217
Elizabethtown, NY 12932

For questions or comments, please contact Michael Mascarenas at (518) 873-3426, or Andrew Labruzzo, NYS Dept. of State at (518) 473-2460.

Proposals and/or modifications received after **May 29, 2015** will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Town of Jay reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town. This solicitation in no way obligates the Town of Jay to award a contract.